

WICHITA POLICE DEPARTMENT

POLICY NO. 226

SUBJECT: VETERAN REINTEGRATION	
Effective Date: 5/28/2020	Distribution: All Personnel
Reviewed/Approved Date: 5/26/2020	Next Review Date: April 2022
Approved By: Executive Staff	Amends/Rescinds: 7/2/2018
<i>This policy is for departmental use only and does not apply in any criminal or civil proceeding. This policy should not be construed as creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this policy will only form the basis for departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting</i>	

I. PURPOSE

The purpose of this policy is to establish compliance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA, 38 U.S.C. § 4301-4335).

II. POLICY

The Wichita Police Department will comply with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA, 38 U.S.C. § 4301-4335). This is a federal law intended to ensure persons who serve or have served in the Armed Forces, Reserves, National Guard or other “uniformed services” (1) are not disadvantaged in their civilian careers because of their service; (2) are promptly reemployed in their civilian jobs upon return from duty; and (3) are not discriminated against in employment based on past, present, or future military service.

Additional information can be obtained from
https://dol.gov/agencies/vets/programs/userra/userra_fs

III. PROCEDURES

A. Pre-deployment

1. As soon as an employee is notified of active duty military deployment, the employee shall notify a supervisor. The employee’s supervisor will notify the Bureau Commander and the Administrative Services Commander who will designate a staff member or serve as the Department’s Military Liaison Officer (MLO). A copy of the activation orders will be immediately forwarded to the Emergency Planning and Security Section Commander.

B. Military Liaison Officer (MLO) Procedure

The Military Liaison Officer shall:

1. Conduct a detailed briefing with the deploying employee outlining what the

employee can expect when deployed and returning from deployments, such as re-integration, re-training, mandatory training, and range qualifications.

2. The MLO will accompany the deploying employee to Human Resources to discuss benefits the employee may retain while on deployment. The employee will provide a copy of the military orders to HR for documentation purposes.
3. The MLO will make certain a copy of the employee's military orders is forwarded to the Fiscal Affairs section.
4. The MLO will notify the Training Bureau to ensure Kansas Commission on Peace Officers' Standards and Training is notified of the employee status change.
5. The MLO will update the employee's contact information.

C. During Deployment

The MLO shall:

1. Maintain contact with the deployed employee's family and will be the primary means for assisting the family whenever possible to ensure the family's needs are being met.
2. Monitor the deployed employee's e-mail in order to provide employee timely answers to questions, receive new orders, policy and regulation changes, and other information that can be forwarded to them during their deployment.

D. Post Deployment

1. Immediately upon conclusion of the active duty military deployment, the deployed employee will notify the MLO of the date of return. The MLO will meet with the employee on the first day of return. The MLO will meet with the following and/or obtain the following information:
 - a. Human Resources:
 1. Activate insurance (copy of military orders required).
 - b. Fiscal Affairs
 1. Return to work date and employee's assignment.
 - c. Bureau Captain
 1. Changes in FOP contract
 2. Policy and Regulation changes
 3. Legal updates
 4. Vacation sign up
 - d. Training Academy
 1. Notification of C-POST (status change)

2. Promotional exam status if applicable
 3. Mandated department training as identified by the Training Bureau commander, i.e., abbreviated version of mandatory IST.
 4. Any military training received while deployed may be submitted for review for in-service training hours
 5. Equipment issues, i.e. any new assigned uniforms or equipment
- e. Firearms qualifications
1. Handgun
 2. Shotgun
 3. Patrol rifles
- f. The MLO will inform the member of services available
1. CISMT (Critical Incident Stress Management Team)
 2. EMPAC (Employee Assistance Consultants)
 3. Availability of the Police Chaplain Section
 4. Other WPD returning veterans
 5. Wichita Veterans Administration Hospital
 6. Military OneSource (www.militaryonesource.com)
- g. The MLO will assist the employee throughout the reintegration process. Under no circumstance shall the employee be left to complete the process on their own.

E. Field Training for Returning Veteran Officers

1. All Field Training will be monitored by the bureau the employee is assigned.
2. All daily observation reports will be submitted to the Training Bureau for review.
3. All field training will follow the Field Training Manual.
4. The MLO checklist is available on the Police Secure Portal under Document Center.

<u>Length of Service</u>	<u>Proposed Length of Remedial Training</u>
Less than 12 months	At the discretion of the Field Commander
12-36 months	80 hours of Field Training
Over 36 months	180 hours of Field Training